

Subject: Re: FW: Hollywood Media District

From: Rita Moreno

Date: 02/22/2017 01:26 PM

To: Lorena.ramos@adp.com

CC: Lisa Schechter <lisa@mediadistrict.org>, Jim Omahen <jim@mediadistrict.org>, Adorlita Tarroja <let.tarroja@lacity.org>

Lorena,

I understand you are having problems uploading the certificate showing Workers Comp insurance coverage for the Hollywood Media District BID. I have copied Let Tarroja from the City's Risk Management Division, who can assist you.

Please let her know what specific problems you are experiencing when trying to upload the certificate.

Thank you for your assistance.

Rita

On Wed, Feb 22, 2017 at 11:26 AM, Jim Omahen <jim@mediadistrict.org> wrote:

Lorena, many thanks for your help with this matter.

As per our phone conversation, I am forwarding to you a message from our City of LA Clerks Office asking to have our carrier upload our Certificate onto <http://track4la.lacity.org> Also, I have attached to this message the instructions in doing this as per the City of LA.

If needed, with this forwarded message included is contact info for Rita Moreno, our representative in the LA City Clerks Office. I have also cc'ed Rita on this message.

Thank again.

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Jim Omahen, Operations Manager
Hollywood Media District BID
1040 N. Las Palmas Ave.
Hollywood, CA 90038
Ph [323.860.0088](tel:323.860.0088)
Fax [323.860.0089](tel:323.860.0089)

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From: Rita Moreno <rita.moreno@lacity.org>

Date: Friday, February 17, 2017 at 2:42 PM

To: Jim Omahen <jim@mediadistrict.org>

Cc: Miranda Paster <miranda.paster@lacity.org>, Lisa Schechter <lisa@mediadistrict.org>, Laurie Goldman <laurielgoldman@earthlink.net>, Jeff Luster <jeff@majorproperties.com>

Subject: Re: Hollywood Media District, 2017 Remittance Invoice #2 for Reimbursement

Thanks, Jim. Please have your Workers Comp insurance broker upload the certificate onto Track4LA. We have been unable to process invoice #2017-1 as a result.

On Fri, Feb 17, 2017 at 2:15 PM, Jim Omahen <jim@mediadistrict.org> wrote:

Miranda and Rita,

Attached to this message is our Hollywood Media District, Remittance Invoice #2 for reimbursement funds. Please process and thanks for all you do!

Original will be postal mailed to you.

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Jim Omahen, Operations Manager
Hollywood Media District BID
1040 N. Las Palmas Ave.
Hollywood, CA 90038
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Fax [323.860.0089](tel:323.860.0089)

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